

MINUTES  
TRANSPORTATION ASSET MANAGEMENT COUNCIL  
December 4, 2002  
Lansing, Michigan

Meeting noticed in accordance with Open Meetings Act, Public Act 267 of 1976.

**Present**

Carmine Palombo, Chairman  
Thomas Wieczorek, Vice Chairman  
Kirk Steudle, Member  
John Kolessar, Member  
Steve Warren, Member

William McEntee, Member  
Rick Deuell, Member  
Susan Mortel, Member  
John Elsinga, Member  
Charles Krupka, Executive Secretary

**Absent**

Aaron Hopper, Member

**Staff Present**

Rick Lilly, Bureau of Transportation Planning  
Zoe Lorca, Bureau of Transportation Planning

Chairman Palombo called the meeting to order at 1:10 p.m. in the Bureau of Aeronautics Auditorium, Lansing, Michigan.

At the request of staff, the agenda was revised to include a discussion on contracts.

**Approval of Council Minutes**

Vice Chairman Wieczorek moved for approval of the November 6, 2002, meeting minutes, supported by Mr. Deuell. The minutes were approved unanimously as submitted.

**Correspondence/Announcements**

Executive Secretary Krupka announced that Mr. Hopper was unable to attend this meeting because he was scheduled to be in Wisconsin. Mr. Krupka also announced that he would be leaving the meeting shortly to attend a Senate Committee Meeting to discuss the Council's Fiscal Year 2003 budget appropriation.

**Committee Reports**

Rick Lilly, Bureau of Transportation Planning, gave the following committee reports.

Administrative Committee: The Administrative Committee met on November 18, 2002, and

approved the work plan outline which was mailed to the Council members November 28.

Data Management Committee: The Data Management Committee met on November 20, 2002. Notes from the meeting were included in the packet mailed to the Council members for the December 4th meeting.

Based upon the notes from the Data Management Committee, the Council discussed whether or not to continue the “pilot” project or to conclude it. The Council will be receiving a presentation on the results of the “pilot” at their January 2003 meeting.

Education and Outreach Committee: This committee has not met to date. However, there was substantial discussion by the Council regarding the interest around the state on this new process. It was agreed to that the Council members should provide the Executive Secretary with a list of any public meetings that they are aware of so that staff could begin to contact various groups and offer to come and share with these groups what the role of the Council is. Further, it was agreed that a list of talking points will be developed and presentation materials will be made available so that when members are asked to give a presentation on activities of the Council, everyone will be using the same information.

Strategic Analysis Committee: Rick Lilly pointed out that at the first meeting it was suggested that the Council create a Strategic Analysis Committee. The Council established the Strategic Analysis Committee. Members of the committee are Susan Mortel, Bill McEntee, and Steve Warren.

### **Update on “Pilot Project” from CUPPAD and Macomb County**

Rick Lilly provided an update on the data collection process in the Central Upper Peninsula Planning and Area Development Council (CUPPAD). He reported that all six counties participated and were pleased with the experience. The results of the effort will be presented to the Council at their January 2003 meeting.

Mr. Lilly reported that the activities within Macomb County had not yet taken place. The weather was making it difficult to get out and rate the roads. It was decided that data collection in Macomb would be delayed until the weather was better.

### **Future Presentations**

Future presentations to be made to the Council include: Results of the Pilot Project on January 8, 2003; Department of Information Technology “Framework” GIS on February 5, 2003; and the Draft Annual Report in March or April. Future presentations will include functional classification, collecting culvert data, etc.

### **Contracts**

Mr. Lilly informed the Council that the RoadSoft Program would have to be modified in order to include multiple counties. In order to do this in time for data collection in the Fall of 2003, other work items would have to be delayed. Mr. Lilly suggested that it may be possible to add an additional programmer, who would be paid from the Council's budget, to cover the need for multi-county capability and not lose other items that counties and cities are counting on next year. Ms. Mortel raised the issue that the Council needs to be aware of any legal requirements relative to contracts, as they pertain to taking bids or sole source contracts. After discussing the issue it was moved by Mr. Warren, supported by Mr. Elsinga, that Terry McNinch put a proposal together for consideration by the Council. This motion was approved unanimously.

### **Council Work Program**

Rick Lilly presented the draft work program to the Council. He requested that all comments be sent to Secretary Krupka by December 27, 2002.

### **Public Comments**

Kelly Thayer, Michigan Land Use Institute, made three suggestions to the Council. First, that the Council use the Michigan.gov website for the Council Minutes. Second, he asked whether or not it was possible for the Council to meet the May 2nd deadline for the Annual Report. Finally, he suggested that the Council be sure that they put any report in layman's language rather than those used by planners and engineers. He also suggested that the Council not report conditions using only the terms "good" and "poor."

### **Adjournment**

Chairman Palombo adjourned the meeting at 2:50 p.m.

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Executive Secretary